

**NUMALIGARH  
REFINERY  
LIMITED**



**A GOVERNMENT OF INDIA UNDERTAKING**

**TENDER DOCUMENT  
for**

**Procurement of Office Furniture for  
NRL, Numaligarh**

**(Tender No. OC09000221/MON)**

**PART – I: UN-PRICED BID**



**PREPARED & ISSUED BY  
NUMALIGARH REFINERY LIMITED  
A Govt. of India Enterprise)**



**NUMALIGARH REFINERY LIMITED**  
**NOTICE INVITING TENDER**

**JOB NAME: Procurement of Office Furniture for NRL, Numaligarh. (File Ref. COMM/C02/6836)**

Dear Sirs,

Numaligarh Refinery Limited (NRL) invites e-bids from competent and experienced Indian supplier for the following under two bid system (Part-I: Techno-commercial part and Part-II: Price Part) with sound technical and financial capabilities fulfilling the Pre- Qualification Criteria (PQC) of the tender document.

**1. TENDER SCHEDULE**

| S.No. | Title                                      | Date & Time               |
|-------|--------------------------------------------|---------------------------|
| 1     | Tender Publish Date                        | 13-08-2019                |
| 2     | Tender document download start date & time | 13-08-2019 at 05:00 PM    |
| 3     | Pre Bid Meeting date & time                | Not applicable            |
| 4     | Tender document download end date & time   | 04-09-2019 at 11.00 AM    |
| 5     | Bid Submission start date & time           | 13-08-2019 at 05.00 PM    |
| 6     | Bid Submission end date & time             | 04-09-2019 at 11.00 AM    |
| 7     | Bid opening date & time (Technical Bid)    | 05-09-2019 after 11.00 AM |

**2. SUBMISSION OF E-BID:**

The E-Bid should be prepared in Two Parts as per the following details.

- i) PART – I: Techno-commercial / Unpriced Bid
- ii) PART - II : Priced Bid

**Note:**

- i) Only online offer shall be considered against the subject enquiry. For details please go to our e-tendering portal <http://eprocure.gov.in/eprocure/app>.
- ii) This Tender is being conducted in e-tendering mode and the Bid documents can be downloaded for ONLINE bidding by the bidders, who has the Digital Signature Certificates.
- iii) For any assistance you may please contact our service provider personnel  
Dhiraj Mohan Saikia  
Phone No 03776 – 265774,  
email: [z\\_tender@nrl.co.in](mailto:z_tender@nrl.co.in)
- iv) Bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The Toll free contact number for the helpdesk is 1800 3070 2232.
- v) For any Technical Clarification please contact :  
Raja Ahmed; DGM (Admin)  
Ph: 9435152074  
Email: [raja.ahmed@nrl.co.in](mailto:raja.ahmed@nrl.co.in)

**Bids received by way of Post, Courier, Fax, Telex or Telegram or email or in open condition shall not be considered.**

**3. EVALUATION OF TENDER:**

Evaluation will be done on “ITEMWISE LOWEST OFFER BASIS” and items are **SPLITABLE**.

**4. PRE QUALIFICATION CRITERIA :**

Refer **Page no 8 & 9 of 29** of tender document.

**SPECIAL NOTE TO THE BIDDERS:**

The Pre-Qualification Criteria (PQC) related to prior turnover and prior experience of the bidder will be relaxed if the bidder is Micro and Small Enterprises or Startups and meets the quality and technical specifications described in the tender, subject to submission of valid supporting documents by the bidder.

**5. DOCUMENTS TO BE UPLOADED AS A PART OF PART – I: TECHNO-COMMERCIAL / UNPRICED E-BID:**

- a) Documents in support of PQC of the tender.
- b) Complete set of tender documents duly signed and stamped.
- c) Special Instruction to bidders duly signed and stamped.
- d) Vendor Details as per Format enclosed.

**6. DOCUMENTS TO BE SUBMITTED AS A PART OF PART – II: PRICED E-BID:**

- a) BoQ/Priced Bid “in “XLS” format as per instructions provided.

**7. BENEFITS TO MICRO AND SMALL ENTERPRISES:**

Applicable in this tender as per ***Annexure-“X”***

**Documents to be submitted in support of ‘Micro & Small’ :**

Apart from the documents listed above, bidders who are willing to avail the benefit of ‘Micro & Small Enterprises’ are required to submit the documents as per ***Annexure-“X”***.

**8. FOR AVAILING THE BENEFITS OF ‘START UPS’:**

Bidder who intends to participate as ‘Start-up’ company should enclose the Certificate of Recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt. of India.

**9. PURCHASE PREFERENCE LINKED WITH LOCAL CONTENT:**

Applicable in this tender as per ***Annexure-“XI”***

10. **GENERAL:**

- 1.0 Bidders who are on holiday list by NRL or any other Oil sector PSU will not be considered. **Accordingly, the bidder shall submit a self-declaration as per format enclosed with Tender Document as Annexure "IX".** It may be noted that if this declaration is found to be false, NRL shall have the right to reject bidder's offer, and if the bid has resulted in a contract, the contract is liable to be terminated.
- 2.0 **Consortium/Joint venture bids shall not be accepted.**
- 3.0 Canvassing in any other form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- 4.0 In case any of the document/information(s) furnished by a bidder are found to be false/forged, such bidder shall be kept in holiday list/ black list apart from other penal actions as deemed fit by NRL.
- 5.0 NRL reserves the right to defer the date/time of opening of the offer; to make changes in the terms & conditions of tender document and to reject any or all bids without assigning any reason thereof.

**IMPORTANT NOTE:**

- 1) Tender documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrollment is free of cost. Bidders are advised to go through instructions provided at **Appendix-A regarding 'Instructions for online Bid Submission'**.
- 2) Tenderers can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <http://eprocure.gov.in/eprocure/app>.
- 3) **Any queries related to tender must be asked or clarified online (after logging with your User ID) before last date of bid submission.**
- 4) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://eprocure.gov.in/eprocure/app>.

***Offer will be considered only when NRL is satisfied with experience and capability of the tenderer to take up this work.***

Thanking you,  
For & on behalf of Numaligarh Refinery Limited

General Manager (Commercial) I/C

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